

## National Chargepoint Registry CSV Batch Upload Guide

The CSV Batch Upload allows data providers to upload the basic details about multiple chargepoint device records using a CSV data input file.

It is recommended that the CSV upload is used only for larger groups of new devices (say 20+) as some details may need to be added afterwards and the manual interface is faster for smaller numbers of records.

A blank Excel/CSV pro-forma is provided which provides the required fields and data structure for the CSV file for uploading to the NCR.

**There is an **Instructions** tab, that you should read carefully.**

Next, select the CSV file using the 'Choose file' button ready for import, and click 'Upload' to initiate import process.

### **PLEASE NOTE**

*Records are only uploaded if they strictly follow the CSV format. On upload, any non-standard data or formats will generate an error message with information as to why the data upload has failed.*

During the first stage of the upload process, the data from the CSV file is tested for errors and placed in a temporary data store. A summary is shown of the number of records that have successfully passed and/or failed the error checking procedure.

For records which generate no errors, details of all the devices to be added to the NCR will be displayed. Users are then invited to proceed with the upload to add their devices to the NCR database.

For records which generate errors, the error checking will report which records have failed to upload and why. These records should then be corrected and re-uploaded to the NCR.

### **PLEASE NOTE**

*The CSV upload will only add new devices.  
If a device is already in the database it will not be re-added or its details updated. To edit a record, users must use the manual interface.*

You should check that new records have successfully been uploaded, view the relevant records in the My Devices listings page and click on 'edit' to view devices in detail. If your chargepoint is 'published' but you are not happy with the data when reviewing, you may move it to 'unpublished' state on the last edit tab.

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